

Renew to a combination Mechanical license and add a Plumbing, Medical Gas, or other Specialty License Renewal

For applicants eligible to renew into the new Mechanical license the screens below show the new log on screen. In order to renew into a Mechanical license and then add additional renewal licenses such as a plumbing, medical gas or other specialty license, you will need to complete each renewal as a separate step. *See step by step instructions below.*

Welcome

Username: [REDACTED]
 Email: [REDACTED]
 Phone: [REDACTED]
 DOB: [REDACTED]
 License #: [REDACTED]

Personal Address

[REDACTED]

Business Address (preferred)

[REDACTED]

[Edit Personal Information](#)

[Change Password](#)

License Information

Trade/Trade Level	Status	Exp Date
Master Plumbing	Active	2014-06-30
Master HVAC/R	Active	2014-06-30
Master Hydronics	Active	2014-06-30
Medical Gas Pipe	Active	2014-06-30

License Application Information

Exam Information

Questions?

Try visiting the [Iowa Department of Public Health website](#)

Options

Apply for a Mechanical License

For a single license fee, you have the option to combine your HVAC/R and Hydronics license into a new Mechanical license. To create the new Mechanical license please complete the following:

- Under the heading **Select** click the box
- Are you also renewing your plumbing license? Click **Yes**
- Click **Apply**

Select	Status	Licenses to Combine	Exp. Date	Trade Level
<input type="checkbox"/>	Active	Master HVAC/R Master Hydronics	2014-06-30 2014-06-30	Master Mechanical

[Apply](#)

Renew License(s)

Please select the license(s) you wish to renew. Multiple license holders are eligible for a 30% reduction in fees if all licenses are purchased in a single transaction.

Attention Licensees purchasing a Mechanical, Plumbing, & Specialty License Renewal:

If applying for a Mechanical license with a Plumbing and a Specialty License renewal, you must complete the Plumbing and Specialty License as two separate renewal applications.

Click the **Select** box for Plumbing. Click **Renew**. Select **Submit and Return Home**.
 Click the **Select** box for the specialty license. Click **Renew**.

Examples of Specialty licenses are **Medical Gas Pipe Certificate**, **Service Technician HVAC**, **Hearth license**, **Disconnect/Reconnect Plumbing Technician**, and the **Private School or College Routine Maintenance** specialty license.

Select	Status	Trade Level	Trade	Exp. Date
<input type="checkbox"/>	Active	Master	Plumbing	2014-06-30
<input type="checkbox"/>	Active	Master	HVAC/R	2014-06-30
<input type="checkbox"/>	Active	Master	Hydronics	2014-06-30
<input type="checkbox"/>			Medical Gas Pipe	2014-06-30

[Renew](#)

Apply for a Journeyperson License via a Previous Master License

Persons wishing to apply for a journeyperson license can complete the application and pay for their journeyperson license. Please continue by selecting the license trade from the dropdown box and then the apply button

HVAC/R ☐ Active ☐ [Apply](#)

Apply for an Apprentice License

Persons wishing to apply for an apprentice license can complete the application and pay for their apprentice license. Please continue by selecting the apply button.

Active ☐ [Apply](#)

Apply for a Specialty License or Certificate

To apply for a Medical Gas Pipe Certificate, Service Technician HVAC, Hearth license, Disconnect/Reconnect Plumbing Technician, and/or the Private School or College Routine Maintenance specialty license, complete the form and pay online for the Certificate or Specialty License. Please continue by selecting the Certificate or Specialty License and then the 'Apply' button

Service Technician HVAC ☐ [Apply](#)

Notify Board of Upcoming Exam(s) and Pay

Persons wishing to take an exam in order to get their Journeyperson or Master License should start here. You will be able to notify the Board and pay for the appropriate test sponsor fee of \$35.00 per trade test. Please select the trade and trade level from the drop down lists and select proceed. You will be able to notify and Pay for multiple exams during this process.

Master ☐ Plumbing ☐ Previous Apprentice License ☐ [Go](#)

Apply and pay for license(s) in which an exam was passed

Exam candidates who have passed their trade exam proctored by Prometric will be able to complete the application form and pay for their license. Please select the trade and trade level

Step by Step Instructions –

1. Under the heading **Apply for a Mechanical License** - Check the box under the heading **“Select”**.
2. Identify if the license is to be Active or Inactive in the drop down box.
3. Once the “Select” box is checked, a second box will appear that says “Yes, I will renew my plumbing license also”. Select this box if also renewing a plumbing license
4. Click Apply.

Welcome

Personal Address

Business Address (preferred)

[Edit Personal Information](#)

[Change Password](#)

License Information

Trade/Trade Level	Status	Exp Date
Master Plumbing	Active	2014-06-30
Master HVAC/R	Active	2014-06-30
Master Hydronics	Active	2014-06-30
Medical Gas Pipe	Active	2014-06-30

License Application Information

Exam Information

Questions?
Try visiting the [Iowa Department of Public Health website](#)

Options

Apply for a Mechanical License

NEW! For a single license fee, you have the option to combine your HVAC/R and Hydronics license into a new Mechanical license. To create the new Mechanical license please complete the following:

- Under the heading **Select** click the box
- Are you also renewing your plumbing license? Click **Yes**
- Click **Apply**

Select	Status	Licenses to Combine	Exp. Date	Trade Level
<input checked="" type="checkbox"/>	Active	Master HVAC/R Master Hydronics	2014-06-30 2014-06-30	Master Mechanical

☒ Yes, I will renew my plumbing license also.

[Apply](#)

Renew License(s)

Please select the license(s) you wish to renew. Multiple license holders are eligible for a 30% reduction in fees if all licenses are purchased in a single transaction.

Attention Licensees purchasing a Mechanical, Plumbing, & Specialty License Renewal:

If applying for a Mechanical license with a Plumbing and a Specialty License renewal, you must complete the Plumbing and Specialty License as two separate renewal applications.
Click the **Select** box for Plumbing. Click **Renew**. Select **Submit and Return Home**.
Click the **Select** box for the specialty license. Click **Renew**.

Examples of Specialty licenses are **Medical Gas Pipe Certificate**, **Service Technician HVAC**, **Hearth license**, **Disconnect/Reconnect Plumbing Technician**, and the **Private School or College Routine Maintenance** specialty license.

Select	Status	Trade Level	Trade	Exp. Date
<input type="checkbox"/>	Active	Master	Plumbing	2014-06-30
<input type="checkbox"/>	Active	Master	HVAC/R	2014-06-30
<input type="checkbox"/>	Active	Master	Hydronics	2014-06-30
<input type="checkbox"/>			Medical Gas Pipe	2014-06-30

[Renew](#)

The next section that opens is for continuing education and screening questions. (See next page)

If you have selected the box to renew a plumbing license, you will be required to enter your continuing education hours for both the mechanical and plumbing license for a total of 16 hours.

NOTE - At the end of this section, you will select **“SUBMIT AND RETURN HOME”** in order to complete your additional applications. If you do not complete all of your renewal applications prior to submitting a payment, you will not qualify for the 30% discount for multiple licenses.

HVAC & Refrigeration Hours

As of July 1, 2014, continuing education courses originally approved separately as HVAC and/or Refrigeration discipline hours will now only be identified as "HVAC/R Hours." To enter course hours originally approved as either HVAC or Refrigeration classes, enter the total course hours in the box below as **HVAC/R Hours**.

Renew a new Mechanical and a Plumbing License

If you answered "Yes" to renew a mechanical license and a plumbing license enter all 16 hours of required CEUs in the section below.

Continuing Education

Please provide the following continuing education information.

Course Number There are no spaces in the course number

Course Date - -

Trade Hours:

Hydronics Hours

HVAC/R Hours

Plumbing Hours

Code Hours:

Mechanical Code Hours

Plumbing Code Hours

Safety Hours:

Safety Hours

Course Number There are no spaces in the course number

Course Date - -

Trade Hours:

Hydronics Hours

HVAC/R Hours

Plumbing Hours

Code Hours:

Mechanical Code Hours

Plumbing Code Hours

Safety Hours:

Safety Hours

Remove this entry

Add another entry

Screening

The following questions must be answered. If you answer "yes" to questions below, (1) mail or fax a signed letter of explanation providing the details of the incident, (2) mail or fax a copy of any court ordered evaluation, showing completion and recommendations, and (3) mail or fax a copy of all official court documents regarding your conviction/malpractice suit, including final disposition and/or settlement. Your application will be referred to the Plumbing Board for review. You must answer "yes" even when a conviction or judgment has been deferred or expunged from your record.

Documentation should be submitted by mail or fax to the Plumbing & Mechanical Systems Board Office. The application will not be processed until the documentation is received and reviewed by the Board.

Fax 515-281-6114
Plumbing & Mechanical Systems Board
Iowa Dept. of Public Health
321 E 12th Street
Des Moines, IA 50319

Have you ever been convicted, found guilty of, or entered a plea of guilty or no contest to a felony or misdemeanor crime (other than minor traffic violations with fines under \$500)?

☒ No ☐ Yes

Have you ever been investigated by a licensing, registration, or certification authority or organization; or had a licensing, registration, or certification authority or organization institute disciplinary action against you related to your professional practice?

☒ No ☐ Yes

Have you ever been disciplined or sanctioned by any licensing, registration, or certification authority or organization related to your professional practice?

☒ No ☐ Yes

Have you ever developed a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety?

☒ No ☐ Yes

Have you ever been engaged in illegal or improper use of drugs or other chemical mood altering substances?

☒ No ☐ Yes

If answering yes to any of the above questions please provide a brief explanation:

NOTICE

To complete your application and renewing your plumbing license, click "Submit and return home." If you have completed all renewal applications click "Submit and pay now."

Please note - in order to qualify for the 30% discount for the purchase of multiple licenses, you must complete both the mechanical and plumbing renewal applications at the same time.

Cancel

Submit and return home

Submit and pay now

5. At the end of the Mechanical application, select "Submit and Return Home".

You will now be taken to the Home Page. A note in the top left identifies that a new application was created and there should now be “1 Unpaid application” showing under the heading License Application Information.

Now renew your plumbing license

6. Check the “Select” box and identify Active/Inactive for plumbing.

7. Select “Renew”.

Note - you must complete the plumbing and specialty licenses as two separate transactions. Select and renew the remaining license(s) one at a time.

New application created.

Welcome

Personal Address

Business Address (preferred)

Edit Personal Information

Change Password

License Information

Trade/Trade Level	Status	Exp Date
Master Plumbing	Active	2014-06-30
Master HVAC/R	Active	2014-06-30
Master Hydronics	Active	2014-06-30
Medical Gas Pipe	Active	2014-06-30

License Application Information

You have 1 unpaid applications:

There is a 30% discount if you pay for multiple active trade applications in a single transaction. Note, this does not apply to contractor licenses, specialty licenses, apprentice licenses or to medical gas pipe certification.

Master Mechanical by Combine to Mechanical (Active)

Delete All Renewal Applications

Checkout

Options

Renew License(s)

Please select the license(s) you wish to renew. Multiple license holders are eligible for a 30% reduction in fees if all licenses are purchased in a single transaction.

Attention Licensees purchasing a Mechanical, Plumbing, & Specialty License Renewal:

If applying for a Mechanical license with a Plumbing and a Specialty License renewal, you must complete the Plumbing and Specialty License as two separate renewal applications. Click the **Select** box for Plumbing. Click **Renew**. Select **Submit and Return Home**. Click the **Select** box for the specialty license. Click **Renew**.

Examples of Specialty licenses are **Medical Gas Pipe Certificate**, **Service Technician HVAC, Hearth license**, **Disconnect/Reconnect Plumbing Technician**, and the **Private School or College Routine Maintenance specialty license**.

Select	Status	Trade Level	Trade	Exp. Date
<input type="checkbox"/>	Active	Master	Plumbing	2014-06-30
<input type="checkbox"/>			Medical Gas Pipe	2014-06-30

Renew

Apply for a Journeyman License via a Previous Master License

Persons wishing to apply for a journeyman license can complete the application and pay for their journeyman license. Please continue by selecting the license trade from the dropdown box and then the apply button

HVAC/R Active Apply

Apply for an Apprentice License

Persons wishing to apply for an apprentice license can complete the application and pay for their apprentice license. Please continue by selecting the apply button.

Active Apply

Apply for a Specialty License or Certificate

To apply for a Medical Gas Pipe Certificate, Service Technician HVAC, Hearth license, Disconnect/Reconnect Plumbing Technician, and/or the Private School or College Routine Maintenance specialty license, complete the form and pay online for the Certificate or Specialty License. Please continue by selecting the Certificate or Specialty License and then the 'Apply' button

Notify Board of Upcoming Exam(s) and Pay

Persons wishing to take an exam in order to get their Journeyman or Master License should start here. You will be able to notify the Board and pay for the appropriate test sponsor fee of \$35.00 per trade test. Please select the trade and trade level from the drop down lists and

8. Answer the Screening Questions again.

9. Select “Submit and Return Home”

Renewal Application: Master Plumbing via Renewal (Active)

Screening

The following questions must be answered. If you answer "yes" to questions below, (1) mail or fax a signed letter of explanation providing the details of the incident, (2) mail or fax a copy of any court ordered evaluation, showing completion and recommendations, and (3) mail or fax a copy of all official court documents regarding your conviction/malpractice suit, including final disposition and/or settlement. Your application will be referred to the Plumbing Board for review. You must answer "yes" even when a conviction or judgment has been deferred or expunged from your record.

Documentation should be submitted by mail or fax to the Plumbing & Mechanical Systems Board Office. The application will not be processed until the documentation is received and reviewed by the Board.

Fax 515-281-6114
Plumbing & Mechanical Systems Board
Iowa Dept. of Public Health
321 E 12th Street
Des Moines, IA 50319

Have you ever been convicted, found guilty of, or entered a plea of guilty or no contest to a felony or misdemeanor crime (other than minor traffic violations with fines under \$500)?

☒ No ☐ Yes

If answering yes to any of the above questions please provide a brief explanation:

Cancel

Submit and return home

Submit and pay now

You will now see “2 Pending Applications”

10. If you will also be renewing a Medical Gas certificate or other specialty license

- “Select” the license
- Click “Renew”

OR If you have completed all renewal applications, select “Checkout” in the lower left corner.

The screenshot shows the Iowa Licensing System interface. On the left, there are sections for Personal Address, Business Address (preferred), License Information, and License Application Information. The License Information section shows a table with columns: Trade/Trade Level, Status, and Exp Date. The License Application Information section shows a list of applications and a 'Checkout' button. On the right, there are sections for Attention Licensees purchasing a Mechanical, Plumbing, & Specialty License Renewal, Apply for a Journeyperson License via a Previous Master License, Apply for an Apprenticeship License, Apply for a Specialty License or Certificate, and Notify Board of Upcoming Exam(s) and Pay. A table lists the available licenses for renewal, including Medical Gas Pipe. Red arrows point to the 'Renew' button and the 'Checkout' button.

Select	Status	Trade Level	Trade	Exp. Date
<input checked="" type="checkbox"/>			Medical Gas Pipe	2014-06-30

Trade/Trade Level	Status	Exp Date
Master Plumbing	Active	2014-06-30
Master HVAC/R	Active	2014-06-30
Master Hydronics	Active	2014-06-30
Medical Gas Pipe	Active	2014-06-30

Trade/Trade Level	Status
Master Plumbing by Renewal (Active)	
Master Mechanical by Combine to Mechanical (Active)	

index.php/applications/create

To renew the Medical Gas Certificate

11. Update the information from the provider.
12. Complete the Screening Questions
13. Click “Submit and Return Home”

The screenshot shows the Iowa Licensing System interface for the Medical Gas Pipe Certification renewal process. It includes sections for Certification Provider, NITC Certificate Number, NITC Expire Date, Screening questions, and a list of contact information for the Plumbing & Mechanical Systems Board. A red arrow points to the 'Submit and return home' button.

Renewal Application: Medical Gas Pipe via Renewal

Medical Gas Pipe Certification

Certification Provider: NITC - National Inspection Testing Certification

NITC Certificate Number: [input field]

NITC Expire Date: June 4

Screening

The following questions must be answered. If you answer “yes” to questions below, (1) mail or fax a signed letter of explanation providing the details of the incident, (2) mail or fax a copy of any court ordered evaluation, showing completion and recommendations, and (3) mail or fax a copy of all official court documents regarding your conviction/malpractice suit, including final disposition and/or settlement. Your application will be referred to the Plumbing Board for review. You must answer “yes” even when a conviction or judgment has been deferred or expunged from your record.

Documentation should be submitted by mail or fax to the Plumbing & Mechanical Systems Board Office. The application will not be processed until the documentation is received and reviewed by the Board.

Fax 515-281-6114
Plumbing & Mechanical Systems Board
Iowa Dept. of Public Health
321 E 12th Street
Des Moines, IA 50319

Have you ever been convicted, found guilty of, or entered a plea of guilty or no contest to a felony or misdemeanor crime (other than minor traffic violations with fines under \$500)?

☒ No ☐ Yes

If answering yes to any of the above questions please provide a brief explanation:

[input field]

Cancel
Submit and return home
Submit and pay now

You will now see 3 unpaid licenses.

14. To complete your application select "Checkout"

Edit Personal Information

Change Password

License Information

Trade/Trade Level	Status	Exp Date
Master Plumbing	Active	2014-06-30
Master HVAC/R	Active	2014-06-30
Master Hydronics	Active	2014-06-30
Medical Gas Pipe	Active	2014-06-30

License Application Information

You have 3 unpaid applications:

There is a 30% discount if you pay for multiple active trade applications in a single transaction. Note, this does not apply to contractor licenses, specialty licenses, apprentice licenses or to medical gas pipe certification.

Medical Gas Pipe by Renewal (Active)

Master Plumbing by Renewal (Active)

Master Mechanical by Combine to Mechanical (Active)

Delete All Renewal Applications

Checkout

Exam Information

Questions?

Try visiting the [Iowa Department of Public Health website](#)

License. Please continue by selecting the Certificate or Specialty License and then the 'Apply' button

Service Technician HVAC Apply

Notify Board of Upcoming Exam(s) and Pay

Persons wishing to take an exam in order to get their Journey person or Master License should start here. You will be able to notify the Board and pay for the appropriate test sponsor fee of \$35.00 per trade test. Please select the trade and trade level from the drop down lists and select proceed. You will be able to notify and Pay for multiple exams during this process.

Master Plumbing Previous Apprentice License Go

Renew License(s)

Licensees may renew their license 60 days prior to their expiration date of the current Iowa License. Licensees may renew their license 60 days after their expiration date by completing the process and paying for the license and the additional late fee. Multiple license holders are eligible for a 30% reduction in fees if all licenses are purchased in a single transaction. Please Note: Before you begin the renewal process, please have your continuing education information available.

Renew License

Apply and pay for license(s) in which an exam was passed

Exam candidates who have passed their trade exam proctored by Prometric will be able to complete the application form and pay for their license. Please select the trade and trade level from the drop down menu and select proceed

Apply and Pay

15. Check the box to agree to terms and verify license totals.

Review Shopping Cart

Please review the following information. If it is correct, click "Continue" to purchase your license or exam.

If the information needs to be edited, click the back button to go back and make changes, or cancel this request and begin a new one.

Terms & Conditions

I certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury that my answers, and all other statements or information submitted by me in this application process, are true and correct. If it is determined at any time that I have provided misleading or false information on, or in support of, this application, I understand that my license may be subject to disciplinary action, license revocation and criminal prosecution.

I also understand that this application is a public record in accordance with Iowa Code Chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law. Finally, in submitting this application, I consent to any reasonable inquiry, including a licensing audit that may be necessary, to verify the information I have provided on, or in conjunction with, this application.

An applicant is responsible for the accuracy of the data regardless of whether an assistant completes and submits the applicant's licensure application.

All fees are nonrefundable.

Incomplete applications shall be considered invalid and after 90 days shall be destroyed.

There is a 30% discount if you pay for multiple active trade applications in a **single transaction**. Note, this does not apply to contractor licenses, specialty licenses, apprentice licenses or to medical gas pipe certification.

☐ I have read and agree to the above terms and conditions.

Applying for the following licenses and/or exams

Master Mechanical via Combine to Mechanical (Active)	\$168.00
Master Plumbing via Renewal (Active)	\$168.00
Medical Gas Pipe via Renewal	\$75.00
Total	\$411.00

Cancel

Continue and Pay

16. You will then be prompted to provide your credit card information.